



## DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK  
990 STEWART AVENUE  
2ND FLOOR, SUITE 220  
GARDEN CITY, NY 11530-4858

NAVCUITDISTNYINST 1130.1B

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JAN -9 2015

### NAVCUITDISTNY INSTRUCTION 1130.1B

Subj: STANDARDIZATION PLAN

Ref: (a) COMNAVCUITCOMINST 1130.8J W/CH 6  
(b) COMNAVCUITCOMINST 1500.4R

Encl: (1) DEP Folders  
(2) Training Jackets  
(3) SMART Board Standardization Layout

1. Purpose. To promulgate a Navy Recruiting District (NRD) New York Standardization Plan to ensure all stations are effective and efficient and all systems are maintained in a standardized manner.

2. Cancellation. NAVCUITDISTNYINST 1130.1A

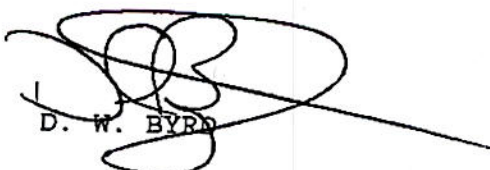
3. Background. Reference (a) provides minimum guidelines and procedures for enlisted recruiting. Reference (b) establishes minimum training requirements. Enclosures (1) through (3) standardize recruiting operations. The guidance herein is intended to complement and provide procedural guidance for effective management and uniformity throughout the command.

#### 4. Action

a. The Recruiting Operations Officer, Chief Recruiter, Assistant Chief Recruiter, Division Officers, DLCPOs and Command Trainers will inspect for compliance.

b. All Division Leading Chief Petty Officers (DLCPO), Leading Petty Officers (LPO) and Recruiters shall ensure full compliance with this directive.

c. Adherence to these standardized procedures shall be listed as an inspection item on DLCPO and LPO Turnover Inspections and all Production Inspections.

  
D. W. BYRD

DEP FOLDERS

1. Every member of the Delayed Entry Program (DEP) will have an individual Future Sailor folder maintained until graduation from Recruit Training Command.
2. The only authorized folder is the 6-part brown folder. Supply can provide additional supplies.
3. Each Future Sailor folder will contain:
  - a. Future Sailor training folder and checklist stapled to outside front cover. (Appendix A-1)
  - b. White label sticker for Future Sailor name and ship date attached to folder lip.
  - c. Appendix A-2 through A-8.

Enclosure (1)

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# **APPENDIX A** **DEP TRAINING FOLDER CHECKLIST**

NAME: (LAST, FIRST, MIDDLE)		DEP DATE:		SHIP DATE:	
PROGRAM:		AFQT	EDUCATION LEVEL		RECRUITER
<p align="center">FOLDER REVIEW (Initial During Station Visit):</p> <p>CO: _____ XO: _____ CMC: _____ R-OPS: _____ CR: _____ ACR: _____ DLCPO: _____</p> <p>Date: _____</p>					
SECTION	FORMS AND DOCUMENTS				
1	<input type="checkbox"/> INITIAL WHITE BOARD				
	<input type="checkbox"/> 72 HOUR INDOCTRINATION *				
	<input type="checkbox"/> HOLD HARMLESS AGREEMENT				
	<input type="checkbox"/> NAVY ZERO TOLERANCE DRUG TRAINING MODULES*				
2	<input type="checkbox"/> DEP RECERTIFICATION'S (30 DAY, 7 DAY, 24 HOUR) *				
3	<input type="checkbox"/> ENLISTMENT CONTRACT				
4	<input type="checkbox"/> BEERS DOCUMENTS				
	<input type="checkbox"/> RELEASE OF INFORMATION/SF-86				
	<input type="checkbox"/> BLANK POLICE REPORT CHECK (DD FORM 369)				
5	<input type="checkbox"/> NON-INSTRUMENTED DRUG TEST (NIDT) DOCUMENTS*				
	<input type="checkbox"/> START GUIDE (PQS SECTION)*				
6	<input type="checkbox"/> DEP ACTION REQUESTS (DARS*)				
	<input type="checkbox"/> DEP REFERRAL REPORTS (NAVCRUIT 5305/1)*				
* = REQUIRES CORRESPONDING ENTRY IN RTOOLS					

**AFFIX THIS CHECKLIST TO THE FRONT COVER OF THE DEP FOLDER**

## **PRIVACY ACT NOTIFICATION**

This Folder contains information covered under the Privacy Act of 1974, 5 USC 552a and its various implementing regulations and must be protected in accordance with those provisions. You, the recipient/user, are obliged to maintain it in a safe, secure and confidential manner. Re-disclosure without consent or as permitted by law is prohibited. Unauthorized re-disclosure or failure to maintain confidentiality subjects you to application of appropriate sanctions.

FOR OFFICIAL USE ONLY

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Monthly Verification Sheet

MONTH	LPO	DLCPO	REMARKS
JAN			
FEB			
MAR			
APR			
MAY			
JUN			
JUL			
AUG			
SEP			
OCT			
NOV			
DEC			

<input type="checkbox"/> 72 HOUR INDOCTRINATION *
<input type="checkbox"/> HOLD HARMLESS AGREEMENT
<input type="checkbox"/> NAVY ZERO TOLERANCE DRUG TRAINING MODULES*
<input type="checkbox"/> INITIAL WHITE BOARD
<input type="checkbox"/> DEP RECERTIFICATIONS (30 DAY, 7 DAY, 24 HOUR) *
<input type="checkbox"/> ENLISTMENT CONTRACT
<input type="checkbox"/> BEERS DOCUMENTS
<input type="checkbox"/> RELEASE OF INFORMATION/SF-86
<input type="checkbox"/> BLANK POLICE REPORT CHECK (DD FORM 369)
<input type="checkbox"/> NON-INSTRUMENTED DRUG TEST (NIDT) DOCUMENTS*
<input type="checkbox"/> START GUIDE (PQS SECTION) *
<input type="checkbox"/> DEP ACTION REQUESTS (DARS*)
<input type="checkbox"/> DEP REFERRAL REPORTS (NAVCRUIT 5305/1) *

\*Documents and RTOOLS entries required by COMNAVCRUITCOMINST 1130.8J, Vol V.



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## SECTION 1

- 72 HOUR INDOCTRINATION \*
- HOLD HARMLESS AGREEMENT
- NAVY ZERO TOLERANCE TRAINING MODULES\*
- INITIAL WHITE BOARD

\*DOCUMENTS AND RTOOL ENTRIES REQUIRED BY  
COMNAVCRUITCOMINST 1130.8J, VOL V

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## SECTION 2

○ DEP RECERTIFICATIONS (30 DAY, 7 DAY, 24 HOUR) \*

\*DOCUMENTS AND RTOOL ENTRIES REQUIRED BY  
COMNAVCRUITCOMINST 1130.8J, VOL V

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## SECTION 3

### ○ ENLISTMENT CONTRACT\*

\*DOCUMENTS AND RTOOL ENTRIES REQUIRED BY  
COMNAVCRUITCOMINST 1130.8J, VOL V



## **SECTION 4**

- **COPIES OF BEERS DOCUMENTS\***  
(BIRTH CERTIFICATE/SSN/I-551/DIPLOMA/DEGREE/TRANSCRIPTS)
- **RELEASE OF INFORMATION/SF-86**
- **BLANK POLICE RECORD (DD FORM 369)**

**\*DOCUMENTS AND RTOOL ENTRIES REQUIRED BY  
COMNAVCRUITCOMINST 1130.8J, VOL V**



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## SECTION 5

- NON INSTRUMENTED DRUG  
TESTED (NIDT) DOCUMENTS\*
- START GUIDE (PQS) SECTION\*

\*DOCUMENTS AND RTOOL ENTRIES REQUIRED BY  
COMNAVCRUITCOMINST 1130.8J, VOL V



## SECTION 6

- DEP ACTION REQUESTS (DARS) \*
- DEP REFERRAL REPORTS (NAVCRUIT 5305/1) \*
- ADVANCEMENT PG 13 \*

\*DOCUMENTS AND RTOOL ENTRIES REQUIRED BY  
COMNAVCRUITCOMINST 1130.8J, VOL V

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TRAINING JACKET STANDARDIZATION

1. Appendix B is provided and shall be placed in all training records as a guide.
2. Counseling Reports and other private materials are to be kept in the member's private file, which is maintained by the LPO, DLCPO, DIVO, ACR and CR. The original goes to the member. Not to be filed in training record.
3. VALOR white boards shall be completed monthly and retained as a Recruiter training tool.
4. Supervisors will ensure that Recruiter and LPO PQS Modules are completed within CNRC guidelines and current NRD directives.
5. All Training Jackets shall be maintained in a white binder with Recruiter or LPO name visible on the spine and cover.
6. A Division Officer's Personnel Record Form will be completely filled out and maintained in the Info Section.
7. Training Record Folder "Record of Review" and "Training Record Spot" check will be maintained in front of Section 2.
8. DLCPOs and LPOs shall date and sign full signature after training has been conducted and recorded. Recruiters shall sign and date for understanding.
9. Training will be conducted and documented utilizing the "strength, weakness, corrective action and follow up" format.
10. Each LPO will conduct strength and weakness training at least twice per week. Ensure corrective action and follow-up date are noted on the Recruiter and station planners. All follow-up training will be highlighted.
11. Once a PQS module has been signed off and a board conducted, the entire module including copy of the qualification sheet with the Commanding Officer's signature shall be placed in the PQS section. The original PQS qualification sheet will be maintained on file in the Command Training office.

Enclosure (2)

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12. Prior to Recruiter Development Boards (RDB), the Recruiter, LPO, and DLCPO will submit input to the board via TAB D. The Recruiter will also submit a biography to Training Office prior to the board.

13. Upon completion of the RDB, results (TAB E) will be maintained in the PQS section of the Training Jacket prior to the most current PQS module.

14. Strength and weakness training with LCPOs/LPOs/Recruiters will be documented and filed in the Recruiter's training jacket, a minimum of three times per month.

**APPENDIX B**

Date:

**TRAINING JACKET STANDARDIZATION**

1. Per CNRCINST 1500.4R, all training jackets will, at a minimum, contain the following documents, in the following order.
  - a. **INSTRUCTIONS Tab**
    - (1) CNRCINST 1500.4R
    - (2) 5370.1F
    - (3) 5354.1F
    - (4) 5354.2B W/CH-1
  - b. **Training Record Spot-Check Tab**  
Enclosure 3
  - c. **Personal record Tab**
    - (1) Division Officer's Personal Record Form (NAVPERS 1070/6)
  - d. **Indoctrination Record Tab**
    - (1) Indoctrination Checklist for Recruiting and Support (Encl 2)
    - (2) Copy of Tab D (input) and Tab E (results) from RDB (POAM for any unsatisfactory boards)
    - (3) Copy of BIO
  - e. **PQS Status Tab**
    - (1) Current working PQS
    - (2) Qualified PQS
    - (3) Copies of PSS Application/Coaching Certificates/VALOR
    - (4) COMNAVCRUITCOMINST 1136.2R
  - f. **Training Log Tab**
    - (1) Training Syllabus (NAVCRUIT 1500/2, encl 3)
    - (2) OJT Training syllabus (encl 3)
    - (3) Maintain with the most current training on top in descending chronological order to include monthly sales labs (Encl 2)
    - (4) Ensure training syllabuses are filled out on top and signed by member and trainer. Ensure follow-up date for training is annotated. (No SSN on training syllabus).
  - g. **Privacy Act Tab**
    - (1) Copy of Privacy Act certificates 101/102.
    - (2) Copy of DoD Information Assurance Awareness certificate.

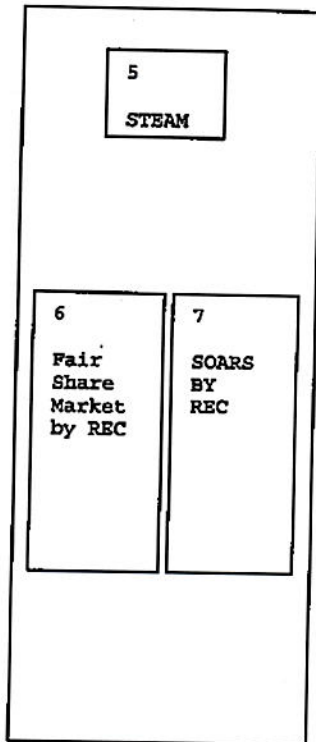
**Note:** Ensure current documents and instructions are in training jackets, AS NEEDED. This should be done while quarterly spot-check inspections are being done.



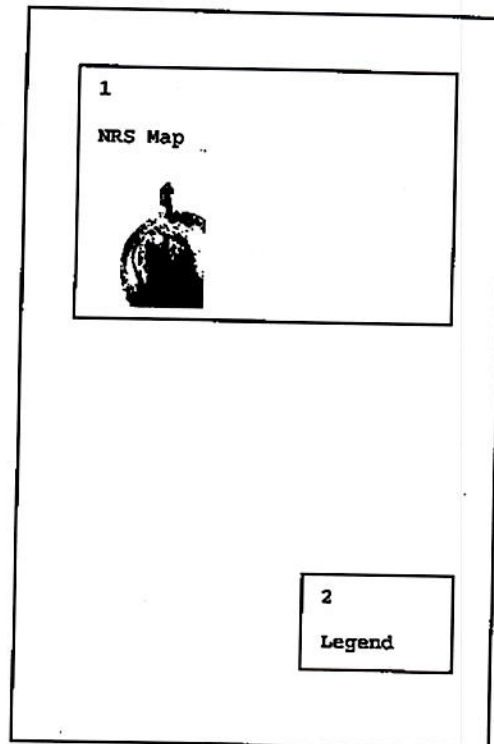
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## SMART BOARD DIAGRAM

### LEFT SIDE



### CENTER



### RIGHT SIDE

